

UTAH DEPARTMENT OF WORKFORCE SERVICES
Unemployment Insurance

RESPONSIBILITIES WHILE WAIVED FROM TRAINING

Claimant Name _____ Soc.Sec. # _____

SINCE YOU HAVE BEEN WAIVED FROM THE TRAINING ENROLLMENT REQUIREMENT TO RECEIVE TRA, YOU MUST:

1. **Suitable Work** – Be willing to accept work in any occupation you are capable of performing, if the salary is more than your weekly unemployment insurance benefit amount (calculated at an hourly rate), or the Federal minimum hourly wage, whichever is greater.
2. **Availability** – Be physically able to work and immediately available for full-time work and report any condition which would prevent you from working or accepting work, such as being out of the area, illness, injury or hospitalization, loss of child care, etc. You must immediately phone the Claims Center to report any change in your address or phone number.
3. **Seeking Work** - Unless otherwise advised, make four new employer contacts (three of which must be in person) on at least two days of each week for which you claim benefits. You must contact employers even if you are registered for work with a union or other organization, or if you have a job that will begin at some future date. Failure to do so will result in a denial of benefits until you work four weeks and earn six times your weekly benefit amount. **If you fail to seek work, you may prevent disqualification by not filing your claim for the week you failed to seek work.**
4. **Filing Weekly Claims** – Submit an on-line record of your complete work search activities each week for which you claim benefits. This record will include the company name, date of contact, type of work, nature of the contact (in person, letter, etc.) name of the person contacted, whether an application was taken and the result of the contact. You can file on the Internet at **jobs.utah.gov**, taking special care to report any earnings and work performed during the week, including self-employment or working on commission. This includes time spent working off a bill and attendance at military reserve or National Guard drills. You must report your earnings during the week you work, not when you are paid. You must report school attendance and when applying for or receiving any retirement benefits. You must also phone the Claims Center to report when you return to work.
5. **Job Refusal** – Report refusal of any offer(s) of work or job referral(s) for any reason. You must report this information on your on-line claim form. Failure to accept a referral or an offer of suitable work will result in a denial of benefits until you work four weeks and earn six times your weekly benefit amount.
6. **Waiver Review** – Contact your nearest Employment Center before the 30-day waiver ends to have it reviewed and to avoid delays in your benefits.

If you have any questions concerning these requirements, please phone the Claims Center at:
Salt Lake/So. Davis: 526-4400, Weber/No. Davis 612-0877, Utah County 375-4067,
Balance of State or Out of State (888) 848-0688.

KEEP THIS FORM FOR YOUR RECORDS. YOU WILL BE HELD RESPONSIBLE FOR THE ABOVE REQUIREMENTS.